

OFFICE OF CRIMINAL JUSTICE  
Local Law Enforcement Block Grant  
TITLE PAGE

A. Applicant Agency: \_\_\_\_\_

B. Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

C. Project Title: \_\_\_\_\_

D. Project Period: From \_\_\_\_\_ To \_\_\_\_\_

E. Purpose/Authorized Program Area # (one area only) \_\_\_\_\_

F. Area of Impact: \_\_\_\_\_ G. Population \_\_\_\_\_

H. Total Project Costs:

Source of Funds	Amount
Federal funds	\$
State / Local Funds (10% match)	\$
TOTAL	\$

Cannot exceed \$9,999

I. Source of Cash Matching Funds: \_\_\_\_\_

J. a) If Project has been previously funded, provide total number of months funded: NOT REQUIRED

b) Most recent Project Number: NOT REQUIRED

K. Project Director:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

L. Fiscal Officer:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

M. \*Project Contact Person:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

\* This person will be contacted by OCJ if there are questions on the grant or financial claim forms.

## INSTRUCTIONS FOR THE TITLE PAGE

- A. Applicant Agency: Enter the official title of the state or local governmental agency requesting the grant.
- B. Address: Enter the mailing address of applicant agency.
- C. Project Title: Enter a brief descriptive title. A previously funded application should have the same title as the original.
- D. Project Period: The dates will be determined by Office of Criminal Justice Assistance (OCJA).
- E. Purpose/authorized Program Area #: Insert the appropriate purpose area of authorized program area. See attachments for all authorized program areas. (Use only one area per application.)
- F. Area of Impact: List the cities, counties, or statewide area that will be directly impacted by this project.
- G. Population: Insert the total population in the project area.
- H. Total Project Costs: a) List the amount of federal funds requested (NOT TO EXCEED \$9,999); b) the cash match must be "at least" 10% of the TOTAL project cost - NOT 10% of the federal funds.
- I. Source of Cash Match Funds: Identify the source of the 10% cash matching funds, i.e., state, local general fund, forfeited assets, private donations, etc. As a reminder, federal money cannot match federal money.
- J. Previously Funded Projects: Not Required.
- K. Project Director: Enter the name, title, address, phone, fax, and e-mail address of the person who will have direct responsibility for administering the project.
- L. Fiscal Officer: Enter the name, title, address, phone, fax, and e-mail address of the person who will be responsible for the fiscal management of the project. The fiscal officer should be someone other than the project director.
- M. Project Contact Person: Enter the name, Title, address, phone, fax, and e-mail address of the person we will be contacting with questions regarding this grant, quarterly report, or monthly financial claim forms.

## BUDGET REQUEST AND JUSTIFICATION FORM

PERSONNEL COSTS: Detail all salaries and wages required for program activities to be paid for by this request for funding.			REQUEST
SALARIES AND WAGES			
Position Title	No. of FTE's	Salary per FTE	
	SUB-CATEGORY TOTAL		
JUSTIFICATION:			

<b>PAYROLL TAXES AND FRINGE BENEFITS:</b> (Rate x Amount = Request) Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are only for the percentage of time devoted to the project. Complete subcategory total. Detail all payroll taxes and fringe benefits on the appropriate lines.		<b>REQUEST</b>
FICA ..... WORKERS' COMP ..... UNEMP. INS ..... GROUP INS (Health, Life, Disability, etc.) ..... OTHER .....		
SUB-CATEGORY TOTAL		
JUSTIFICATION:		
Add salaries and wages and payroll taxes/benefits	<b>TOTAL PERSONNEL COSTS</b>	

<b>CONSULTANTS/CONTRACT SERVICES:</b> (Time Needed x Rate = Requirements) List all consultant/contract personnel in order of priority need. (Consultant travel and expenses should be included in this section.) Remember to list the rate and times for each consultant.		<b>REQUEST</b>
TOTAL CONSULTANT COSTS		
JUSTIFICATION:		



<p><b>OPERATING COSTS:</b> Include in this section requests to support all of the following: building space, utilities, telephone, postage, printing and copying, publication, desktop and consumable office supplies, drug testing supplies, and other. For each building location(s) include number of square feet, cost per square feet for rent and lease. For utilities, include such items as water, heat, gas and electricity where such costs are not included in the rent/lease. For telephone, include the cost of monthly service and toll charges by site. For printing and copying, include the cost per page and number of pages per month. For desktop and consumable supplies include the cost per person per month. For drug testing supplies use the average cost per month.</p>	<p><b>REQUEST</b></p>
<p><b>TOTAL OPERATING COSTS</b></p>	
<p><b>JUSTIFICATION:</b></p>	

<b>EQUIPMENT:</b> Non-consumable items with a life of one year or more and an acquisition cost of <b>\$250</b> or more per item (excluding printers) should be listed in this category. <u>Like items or related components must be considered as a group and may not be separated to avoid complying with these standards.</u> Provide a list of all items including number of items, manufacturer, location of item and price per item. Law Enforcement agencies must go through the <a href="#">FALCON's NEST</a> Program for equipment purchases.	<b>REQUEST</b>	
<div style="text-align: right;"> <table border="1" style="display: inline-table;"> <tr> <td><b>TOTAL EQUIPMENT COSTS</b></td> </tr> </table> </div>	<b>TOTAL EQUIPMENT COSTS</b>	
<b>TOTAL EQUIPMENT COSTS</b>		
<b>JUSTIFICATION:</b>		

<b>CONFIDENTIAL BUY FUNDS:</b> Funds will be considered for State law enforcement agencies and law enforcement agencies serving units of local government.	<b>REQUEST</b>		
<div style="text-align: right;"> <table border="1" style="display: inline-table;"> <tr> <td><b>TOTAL OTHER COSTS</b></td> </tr> </table> </div>	<b>TOTAL OTHER COSTS</b>		
<b>TOTAL OTHER COSTS</b>			
<b>JUSTIFICATION:</b>			
Add: Personnel, Consultants, Travel, Training, Operating, Equipment, and Other	<table border="1" style="width: 100%;"> <tr> <td style="text-align: right;"><b>TOTAL REQUEST</b></td> <td></td> </tr> </table>	<b>TOTAL REQUEST</b>	
<b>TOTAL REQUEST</b>			

The attached Certifications are mandatory forms.

**Please Read Each Document Carefully and Completely  
Prior to Signing.**

**Your signature indicates all information is factual as  
outlined therein.**



## PART IX. CERTIFIED ASSURANCES

***A copy of these assurances (Part IX. in its entirety) with original signatures must accompany the grant Application***

Should this Application be approved, the applicant and the lead governmental unit hereby agree to the following Certified Assurances governing the awarding of funds made available under the Anti-Drug Abuse Act of 1988.

1. That: (A) funds granted as a result of this request are to be expended for the purposes set forth in this Application and in accordance with all applicable laws, regulations, policies, and procedures of the State of Nevada and the U.S. Department of Justice; (B) no expenditures will be eligible for inclusion if occurring prior to the effective date of the grant; (C) funds awarded by the Office of Criminal Justice (OCJ) may be terminated at any time for violations of any terms and requirements of this agreement.
2. That the applicant certifies that on acceptance of federal funding under the Anti-Drug Abuse Act of 1988, through the OCJ, they will submit "Financial Report Forms" for reimbursement on a monthly basis, and written "Progress Reports" on a quarterly basis to the Office of Criminal Justice. Reports are due within thirty (30) days after the end of the reporting period. **Funds may be withheld or terminated and future grant funding may be denied if the subgrantee has not complied in a timely manner with the terms and conditions of the grant award, including filing of all required reports.**

Final Progress Reports are due forty-five (45) days after the closing date of the grant and must be filed before final the Financial Report can be reimbursed. The final Financial Report is due ninety (90) days after the closing date of the grant. **BOTH REPORTS MUST BE FILED. Failure to submit these required reports within specified time limitations will result in non-payment of final claim. Funds not expended will be forfeited.**

3. That federal formula grant funds made available under the Anti-Drug Abuse Act of 1988 will not be used to supplant state or local funds, but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for criminal justice activities.
4. That the applicant will comply, and all its contracts will comply, with the applicable provisions of the Anti-Drug Abuse Act of 1988 and provisions of the Office of Justice Programs "Financial and Administrative Guide for Grants," and all other applicable federal and state laws, orders, circulars, or regulations.
5. The applicant certifies that the program contained in its Application meets all the applicable requirements, that all the information is correct, and that the applicant will comply with all OCJ policies and procedures contained in the "Project Director's and Financial Manager's General Administrative Guidelines" provided to each program.
6. That all fund accounting, auditing, monitoring, and such program monitoring and evaluation procedures as may be necessary to keep such records as the OCJ shall prescribe will be provided to ensure fiscal control, proper management, and efficient distribution of funds received under the Anti-Drug Abuse Act of 1988.
7. That applicant assures that the fiscal accountability of the Anti-Drug Abuse funds (all sources, including federal, state and local match portions) will be managed and accounted for by the Lead Agency's Chief Comptroller and that internal control and authority to ensure compliance with OCJ's documentation, record keeping, accounting and reporting guidelines will reside with that individual.
8. That the applicant and its contractors will comply with the nondiscrimination requirements of the Anti-Drug

Abuse Act of 1988; Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; and the Department of Justice Nondiscrimination Regulations 28 CFR Part 42, Sub-parts C, D, E, and G; and the American Disabilities Act of 1992.

9. That in the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, age, religion, national origin, or sex against a recipient of funds, the applicant will forward a copy of the finding to the Office of Civil Rights Compliance (OCRC), Office of Justice Programs.
10. That applicant will abide by audit requirements as specified in OMB Circular A-133, Audits of State and Local Governments as revised August 29, 1997.
11. Any publication (written, visual, or sound, but excluding press releases, newsletters, and issue analyses) issued by the Subgrantee describing programs funded in whole or in part with federal funds, shall contain the following statement:

"This program was supported by Grant #\_\_\_\_, awarded by the Nevada Office of Criminal Justice, Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice. The Bureau of Justice Assistance is a component of the Office of Justice Programs which also includes the Bureau of Justice Statistics, National Institute of Justice, Office of Juvenile Justice and Delinquency Prevention, and the Office for Victims of Crime. Points of view or opinions contained within this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice."
12. That applicant fully understands OCJ's right to suspend or terminate grant funds to any sub-grantee that fails to conform to the requirements (Special/General Conditions and General Operating Policies) or to any sub-grantee that fails to comply with the terms and conditions of its grant award.
13. Project related income, (i.e., forfeitures, registration fees, royalties, sales of real and personal property) must be used for the purpose of furthering the goals and objectives of the project or program from which the income was generated.

**SIGNATURES REQUIRED**  
**SUBMIT PART IX WITH APPLICATION**

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**GOVERNMENTAL UNIT** (i.e., Mayor, County Commissioner, City Supervisor, etc.)

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

GOVERNMENTAL UNIT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**APPLICANT AGENCY** (i.e., Police Chief, Sheriff, District Attorney, State Agency Director)

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

AGENCY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## WHAT IS AN EEOP?

The purpose of an Equal Employment Opportunity Plan (EEOP) is to ensure full and equal participation of men and women regardless of race or national origin in the workforce of the recipient agency. A recipient agency is defined as any state or local unit of government or agency thereof, and any private entity, institution, or organization, to which Office of Justice Programs (OJP) financial assistance is extended directly or through such government or private entity. Recipient agencies that meet all of the following criteria are required to maintain an EEOP on file for review by OJP, if requested (see 28 CFR §42.301 et seq.):

- i. Have 50 or more employees; and
- ii. Received a total of \$25,000 or more in grants or subgrants; and
- iii. Have 3 percent or more minorities in service population (however, if less than 3 percent minorities in service population, an EEOP must still be prepared, but must focus on employment practices affecting women only).

Grantees that meet criteria (i) and (iii), and who receive over \$500,000 (or \$1 million during an 18-month period) are required to submit an EEOP with their application to the Office for Civil Rights, Office of Justice Programs for review.

An EEOP is a comprehensive document that analyzes the agency's workforce in comparison to its relevant labor market data and all agency employment practices to determine their impact on the basis of race, sex, or national origin. The EEOP includes a written analysis that:

- provides a statistical profile of the internal workforce by race, sex and national origin
- identifies problems in employment practices and procedures.
- specifies corrective action
- forms the basis of ongoing evaluation.

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See chart on following pages, "Civil Rights Requirements of Recipients" for types of entities that are exempt from these requirements and for a description of factors affecting requirements to either maintain an EEOP on file or submit an EEOP to OCR.

THIS PAGE IS FOR YOUR INFORMATION ONLY AND DOES NOT NEED TO BE RETURNED WITH YOUR RFA

## CERTIFICATION

Grant Title: \_\_\_\_\_

Grantee Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Tel #: \_\_\_\_\_

Grant Number: \_\_\_\_\_ Award Amount: \_\_\_\_\_

Date and effective duration of EEOP: \_\_\_\_\_

Policy Statement: \_\_\_\_\_

## CERTIFICATION (EEOP ON FILE)

### Certification Statement:

I, \_\_\_\_\_ [agency executive officer], certify that the  
\_\_\_\_\_, [agency] has formulated  
an Equal Employment Opportunity Plan in accordance with 28 CFR 42.391m et seq., subpart E, that it has been signed into effect  
by the proper agency authority and disseminated to all employees, and that it is on file in the Office of  
\_\_\_\_\_ at  
\_\_\_\_\_ [address]  
\_\_\_\_\_, [title], for review or audit by officials of the cognizant State  
planning agency or the Office for Civil Rights, Office of Justice Programs as required by relevant laws and regulations.

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

## CERTIFICATION (NO EEOP REQUIRED)

I HEREBY CERTIFY THAT THE FUNDED AGENCY HAS LESS THAN 50 EMPLOYEES AND, THEREFORE, IS NOT  
REQUIRED TO MAINTAIN AN EEOP, PURSUANT TO 28 CFR 42.301, ET SEQ.

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

## CIVIL RIGHTS REQUIREMENTS OF RECIPIENTS

**Important:** All recipients, regardless of the type of entity or the amount awarded, are subject to the prohibitions against discrimination in any program or activity and may be required by OCR, through selected compliance reviews, to submit data to ensure their services are delivered in an equitable manner to all segments of the service population and their employment practices comply with equal employment opportunity requirements. 28 CFR 42.207 and 42.301 et seq.

**Regulatory Definition:** Recipient means any state or local unit of government or agency thereof, and any private entity, institution or organization to which federal financial assistance is extended directly or through such government or agency . . . 28 CFR 42.202(n).

### RECIPIENT MUST SUBMIT TO OCR

Type of Entity	Assurances	Court Findings of Discrimination	EEOP
I. Educational/Medical Nonprofit Institutions/Indian Tribes	Yes	Yes	No
II. All other recipients receiving more than \$25,000	Yes	Yes	No
III. State and Local Gov't recipients receiving \$500,000 or more*	Yes	Yes	Yes

Recipient Factors	EEOP Requirements
Less than 50 employees	Not required to maintain EEOP
Less than 3% minority population	Required to maintain EEOP as relates to women
Receives less than \$25,000	Not required to maintain EEOP
Receives more than \$25,000 (excluding Type I entity)	Must maintain an EEOP on file for possible OCR audits
Receives \$500,000 or more* (only type III entity)	Must submit EEOP to OCR for approval

\*or over \$1 million in an 18-month period

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RETURNED WITH YOUR RFA

## INS REQUIREMENT

Nevada's Revised Statute 176.156 paragraph 2 states:

*If the Immigration and Naturalization Service of the United States Department of Justice requests the disclosure of a report of a presentence investigation, the court shall disclose the factual content of the report to the Immigration and Naturalization Service for the limited purpose of performing its duties, including, but not limited to, conducting hearings that are public in nature for the deportation of aliens.*

The State of Nevada has established a plan under which the state provides, without fees to the Immigration and Naturalization Service (INS), notice of conviction of aliens who have been convicted of violating the criminal laws of the state, within 30 days of the date of a request by the INS of such records.

Specifically the plan is implemented as follows:

The Division of Parole and Probation (P&P) will receive a request from the courts to write a "Presentence Investigation Report" (PSI). If the offender is determined NOT to be a citizen of the United States, the P&P officer will notify INS either by telephone or fax. U. S. Immigration will inform the P&P officer if the offender **is** or **is not** an alien. If the offender is an alien, the Immigration officer will advise the P&P officer if the offender is illegal, what type of visa the alien should have, the alien's registration number and the alien's true country of citizenship.

When the alien is given a sentencing date, by law, the P&P office will send the U. S. Immigration office a copy of the completed PSI and advise them of the alien's sentencing date. If the U. S. Immigration office wishes to deport the alien, they will appear on the court sentencing date and take the alien into custody.

If an alien is admitted to the Nevada Department of Prisons, an INS officer will periodically conduct physical interviews with the alien offender. A hearing is scheduled to determine status and condition at the time of release. The prison system has access from both the North and South facilities to the INS through computer terminals.

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A Phase II Plan is in process:

Resulting from a baseline audit and needs assessment of Nevada's Criminal History Records Repository conducted by the Executive Consulting Group in 1993 through 1994, a comprehensive effort was made to redesign and revitalize the Nevada Criminal Justice Information System. As a result of the redesign and following development of the new system, data will be provided to USINS consistent with Nevada's approved plan by BJA.

**THIS PAGE IS FOR YOUR INFORMATION ONLY AND DOES NOT NEED TO BE RETURNED WITH YOUR RFA**

## REPORTING ALIEN CONVICTIONS

### IMMIGRATION AND NATURALIZATION SERVICE (INS)

This is to certify that I have read, understand, and agree to abide by Nevada's guidelines for reporting alien arrests/convictions to Immigration and Naturalization Service (INS). Specifically, I ensure that criminal justice agencies in the city/county will perform the following functions:

- T** notify INS at the time of booking when a suspected alien is arrested, and/or
- T** notify INS within 30 days of a felony or deportable misdemeanor conviction of an alien.

A noncompliance with the above mandate may result in the following:

- T** temporary withholding of cash payments to the project pending corrections or more severe enforcement action by the Office of Criminal Justice,
- T** disallowance of use of funds for all or part of the cost of the project,
- T** suspension or termination of the current award for the grantee's program,
- T** withholding further awards or other legal remedies.

Project Director \_\_\_\_\_ Date \_\_\_\_\_

U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
OFFICE OF THE COMPTROLLER

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND  
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

**1. LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub\*recipients shall certify and disclose accordingly.

**2. DEBARMENT, SUSPENSION, AND OTHER  
RESPONSIBILITY MATTERS (DIRECT RECIPIENT)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 25 CFR Part 67, Section 67.5 10—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal

offense in connection with obtaining, attempting to obtain, or performing a public, Federal, State, or local transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

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**3. DRUG-FREE WORKPLACE  
(GRANTEES OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620 —

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the



grant, the employee will

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, NW, Washington, D.C. 20531. Notice shall include the identification numbers) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant

Place of Performance (Street address, city, county, state, zip

code)

Check ☐ if there are workplaces on file that are not identified here.

Section 67. 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ if the State has elected to complete OJP Form 4061/7.

#### **DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, NW, Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications,

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

# STATE OF NEVADA

## DEPARTMENT OF PUBLIC SAFETY OFFICE OF CRIMINAL JUSTICE ASSISTANCE

### SPECIAL CONDITION

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#### ***SPECIAL CONDITION FOR PURCHASE OF EQUIPMENT***

AGENCY:

PROJECT TITLE:

PROJECT NO:

The applicant agency prior to the purchase of any equipment funded through the Byrne Grant will contact the Falcon's Nest Program at the Office of Criminal Justice Assistance to determine if equipment can be obtained through the 1033 or the 1122 procurement program.

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Signature of Project Director

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Date